



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

\$2,686 - \$3,362

ENFORCEMENT BRANCH HEADQUARTERS SACRAMENTO

RESPONSIBILITIES: Under the supervision of the Human Resources, Training, and Reception Unit Staff Services Manager I or his/her designee, the Office Technician (Typing) provides administrative support for Enforcement Branch Headquarters. The incumbent performs the most complex clerical duties and is expected to consistently exercise a high degree of initiative, independence, and confidentiality in performing assigned tasks with a cooperative attitude and commitment to teamwork. The incumbent provides assistance to visitors and performs telephone receptionist duties and completes various office support duties. The incumbent is expected to communicate effectively both verbally and in writing. Duties include, but are not limited to, the following: type, edit and format written documents, including memos, letters, and reports using Microsoft applications. These documents include, but are not limited to, fiscal records, Department of Motor Vehicle (DMV) reports, California Highway Patrol (CHP) reports, Form 5s, Travel Expense Claims, and branch and division contact lists for the Enforcement Branch Headquarters and Regional Offices. The incumbent orders and maintains office supplies, provides backup support to the Enforcement Branch Executive Assistant, and performs other related duties as required. ***Background check and fingerprinting required. Free Parking! Close to light rail! This position requires incumbent to type 40 words per minute. Please submit a copy of your typing certificate with State application.***

DESIRABLE QUALIFICATIONS:

- Excellent public relations skills and communications skills
- Demonstrated competence and accuracy in working with budgetary and financial computations and information
- Demonstrated skill in various Microsoft applications such as Microsoft Word, Excel, Access, and Outlook
- Good typing skills
- Ability to use sound judgment and willingness to exercise a high degree of initiative
- Ability to independently perform assigned tasks timely and accurately
- Ability to maintain a courteous and professional demeanor and exercise tact, diplomacy, and good judgment at all times
- Ability to handle visitors from outside agencies and allied law enforcement in a courteous and tactful manner; handle and answer sensitive questions from consumers, government officials, insurance industry executives, and departmental employees
- Must be dependable and reliable; good attendance is essential

12/17/13 EMC

DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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WHO MAY APPLY: Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "OFFICE TECHNICIAN (TYPING), PSN # 413-189-1139-003" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Emailed applications will not be accepted. Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3310 or email eva.crew@insurance.ca.gov

FINAL FILING DATE: January 3, 2014 by 5 p.m., Close of Business

NOTE: Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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